



## **Staff Report**

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### **RESOLUTION DESIGNATING APPLICANT'S AGENTS FOR DISASTER ASSISTANCE**

Honorable Mayor and Council Members:

#### **Summary**

Staff is seeking approval from City Council to designate the staff positions of City Manager, Finance Director and Public Works Director as applicant's agents to represent the City of Belmont for any future applications with the State Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) for disaster assistance.

#### **Background**

On February 10, 1998, Council approved Resolution 8212, designating Thomas Fil, the Finance Director, and John E. Curtis the Director of Public Works, as the applicant's agents for disaster assistance. The resolution specifically states the agents are authorized to represent the City for the Winter Storms of 1998.

It came to the attention of staff while applying for disaster assistance for Winter Storm 2006, that Resolution 8212, approving designation of applicant's agent was outdated and was for the Winter Storms of 1998 only. John Curtis left the City's employment in 2001, leaving only one authorized agent to submit the disaster application on behalf of the City.

#### **Discussion**

Staff is seeking approval to update the designation of applicant's agent resolution by authorizing the positions of City Manager, Finance Director and Public Works Director as designated applicant's agent for the City.

In order to be prepared for future disasters, the Designation of Applicant's Agents Resolution needs to be updated. The updated resolution would not limit the agents to any one particular disaster or time period. The resolution would designate staff positions rather than specific individuals and it would be on file to use as any given time.

#### **General Plan/Vision Statement**

There is no impact from this report.

**Fiscal Impact**

There is no fiscal impact from staff's recommend action.

**Public Contact**

The Council agenda was posted.

**Recommendation**

It is recommended that the City Council approve the resolution designating applicant's agents for disaster assistance.

**Alternatives**

1. Take no action.
2. Refer back to staff for further information.
3. Deny approval.

**Attachments**

- A. Resolution

Respectfully submitted,

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Diane Van Zant  
Administrative Assistant

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Raymond E. Davis III, PE, PTOE  
Public Works Director

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Terrence L. Belanger  
Interim City Manager

**Staff Contact:**  
Kathleen Phalen  
City Engineer  
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**DESIGNATION OF  
APPLICANT'S AGENT RESOLUTION**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

is hereby authorized to execute for and in behalf of the \_\_\_\_\_, a public entity established under the laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_,  
(Name and Title)

\_\_\_\_\_,  
(Name and Title)

\_\_\_\_\_,  
(Name and Title)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)  
\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a

resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_ on the  
(Governing Body) (Name of Applicant)  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Official Position)

\_\_\_\_\_  
(Signature)